



Meeting Date: 04/24/2012

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s) _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s) _____	<input checked="" type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

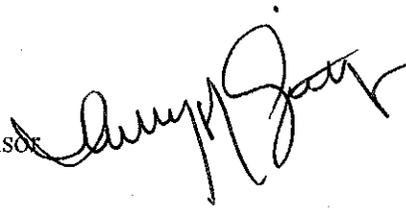
Prepared By: Tammy M. Gutierrez 

Agenda Item No. L-1

Reviewed By: City Manager  City Attorney  Finance  Other (Specify) _____

DATE: April 9, 2012

TO: City Council

FROM: Tammy M. Gutierrez, Treasury Supervisor
Treasury Department 

SUBJECT: Resolution Establishing Administrative Fees for Tobacco Retailer Permits

RECOMMENDATION

That City Council adopt a resolution establishing administrative fees for the issuance of tobacco retailer permits by the City of Oxnard Treasury Department/License Division.

DISCUSSION

Section 11-372 (B) of the Oxnard City Code, adopted March 6, 2012, requires that tobacco retailer permit fees be set by resolution of the city council. The Treasury Supervisor calculated the expense of issuing and renewing a tobacco retailer permit based on employee wage rates and fringe benefits and determined that the cost of processing a tobacco retailer permit application is \$69.00 and the cost of renewing a tobacco retailer permit is \$51.00.

FINANCIAL IMPACT

There are an estimated 190 tobacco retailers operating in Oxnard. Accordingly, the increased revenue would be approximately \$ 13,110 in the Fiscal Year 2012-2013.

TG

Attachment #1 – Resolution
Attachment #2 – Fee Study

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
ESTABLISHING ADMINISTRATIVE FEES FOR TOBACCO RETAILER PERMITS

WHEREAS, section 11-372(B) of the Oxnard City Code, introduced as Ordinance No. 2854 for first reading on February 14, 2012, and adopted on March 6, 2012 , provides that the administrative fees for processing tobacco retailer permits will be set by resolution of the city council; and

WHEREAS, administrative fees for processing tobacco retailer permits reflect the actual cost of processing such permits; and

WHEREAS, the Treasury Supervisor has provided a fee summary, setting out the basis on which the fees adopted herein were calculated; and

WHEREAS, notice was given of the proposed adoption of this resolution and a public hearing was held thereon, as required by law.

NOW, THEREFORE, the City Council of the City of Oxnard finds that the fees adopted by this resolution are for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, as set out in the fee summary provided by the Treasury Supervisor.

NOW, THEREFORE, the City Council of the City of Oxnard resolves:

The following fees, referred to in section 11-372(B) of the Oxnard City Code, adopted March 6, 2012, are set in the following amounts:

Tobacco Retailer permit fee	\$69
Tobacco Retailer permit renewal fee	\$51

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PASSED AND ADOPTED this _____ day of _____, 2012 by the following vote:

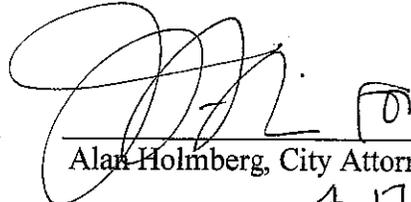
AYES:
NOES:
ABSENT:

Dr. Thomas E. Holden, Mayor

ATTEST:

APPROVED AS TO FORM:

Daniel Martinez, City Clerk



Alan Holmberg, City Attorney
4.17.12

TOBACCO RETAILER PERMIT FEES (Proposed)

ORIGINAL APPLICATION FEE					COST ROUNDED
Job Title		Avg Time Spent to Issue Permit	Fully Loaded Hourly Rate	Total Cost to Issue an Entertainment Permit	
Treasury Supervisor		.50 hr	\$44.88	\$22.44	
Police Officer III		.50 hr	\$74.44	\$37.22	
Sr. Document Publishing Specialist		.25 hr	\$37.43	\$9.36	
TOTAL COST				\$69.02	\$69.00

ANNUAL RENEWAL FEE					
Job Title		Avg Time Spent to Issue Permit	Fully Loaded Hourly Rate	Total Cost to Issue an Entertainment Permit	
Treasury Supervisor		.50 hr	\$44.88	\$22.44	
Police Officer III		.25 hr	\$74.44	\$19.00	
Sr. Document Publishing Specialist		.25 hr	\$37.43	\$9.36	
TOTAL COST				\$50.80	\$51.00